



# VACANCY ANNOUNCEMENT

***The Department of Health has a career opportunity for qualified candidates for the following position:***

Title <b>Administrative Analyst 2 [Classified Competitive]</b>			Salary <b>P21 \$56,893.23 - \$80,546.58</b>
Posting Number <b>84-22</b>	Position Number <b>101508</b>	Number of Positions <b>1</b>	Posting Period * From: <b>02/24/2022</b> To: <b>03/10/2022</b>
Location: <b>Public Health Infrastructure, Laboratories and Emergency Preparedness Office of Fiscal Administration (OFA) 55 N Willow Street, Trenton, NJ 08625</b>			Scope of Eligibility/Open to: <b>All Departments/State Employees</b>
<b>GENERAL DESCRIPTION</b>			
<p>Under the limited supervision of a supervisory official, participates in the review and administration of various contracts and/or grants; provides technical assistance in the areas of contract and/or grant preparation, monitoring and/or evaluation; provides recommendations for contracts/grant approval to supervisory staff; does other related duties. Participates in the development and administration of contracts for the provision of services. Participates in conducting contract award meetings and reviews documents to ensure compliance with and adherence to prescribed department-wide contracting policies and procedures as well as federal and state regulations; recommending changes when needed. Conducts less complex work associated with the planning and preparation involved in the administration of construction and/or professional services or other contracts. Gathers information used to develop procedure manuals and policy documents. Administers financial aspects of contracts/grant awards, including procurement, vendor invoice review and voucher processing, financial analysis, quality assurance and investigating disputes and appeals. Reviews, audits and resolves discrepancies in consultant and contractor invoices to ensure compliance with financial contract terms. Utilizes the computerized contract and/or grant information system, compiles input data, analyzes output information, and prepares reports. Proficient in System for Administering Grants Electronically (SAGE). Proficient in NJ Comprehensive Financial System (NJCFS).</p>			
<b>REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)</b>			
<p><b>EDUCATION:</b> Graduation from an accredited college or university with a Bachelor's degree.</p> <p><b>EXPERIENCE:</b> Two (2) years of experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for recommendation, planning, and/or implementation of improvements in a business or government agency.</p> <p><b>NOTE:</b> Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.</p> <p><b>NOTE:</b> A Master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting may be substituted for one (1) year of indicated experience.</p> <p><b>LICENSE:</b> Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.</p>			
<b>IMPORTANT FILING INSTRUCTIONS</b>			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> <li>Forward the required documents electronically to: <b>PSTPHILEP@doh.nj.gov</b></li> <li>Mail the required documents to: <b>Denay Pressley, Executive Assistant 3 Public Health Infrastructure Lab. &amp; Emerg. Prepare Reference Posting #84-22 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360</b></li> </ul> <p><b>Required documents:</b></p> <ul style="list-style-type: none"> <li>cover letter</li> <li>resume</li> <li>completed application, found at: <a href="http://www.nj.gov/health/forms/dpf-663.pdf">http://www.nj.gov/health/forms/dpf-663.pdf</a></li> </ul> <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
  - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
  - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
  - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
  - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
  - **The New Jersey Department of Health is an Equal Opportunity Employer.**
  - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*